

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section		REVISED DATE:  08/27/2014
APPLICABLE TO: Community Corrections Grant Act Programs (CCGAP)		
TITLE:  Procedural Bulletin #4	SUBJECT:  General Requirements	
TEXT: <div style="margin-left: 40px;"> PURPOSE:  To provide guidelines for the general requirements of  Community Corrections Grant Act Programs, not discussed  previously. </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: </div> <div style="margin-left: 40px;"> RELATED BULLETINS: </div>		

## **I. General Requirements**

The following are general requirements of Community Corrections Grant Act Program which have not been previously discussed:

- A. Agency Director must immediately notify IDOC Community Corrections Director by email notification or phone within five (5) calendar days of the occurrence, of any personnel arrest, legal actions filed against the agency or any other action that might reflect negatively on the program.
- B. Agency Director or Board Chair must notify IDOC Community Corrections Director immediately by phone or by email notification, within five (5) calendar days, of changes in employment concerning the position of CCGAP Director (i.e. present Director vacating the position, or a new Director being employed.)
- C. Agency Director must notify IDOC Community Corrections Director immediately by phone or by email notification, within five (5) calendar days of changes in concerning the CCGAP Advisory Board Chair (i.e. present Chair vacating the position, or a new Chair being elected.)
- D. Agency Director must contact their assigned IDOC Community Corrections Program Director in advance by phone or by email notification, if required reports are expected to be delayed, and if there is an issue causing the reports to be excessively late.
- E. Program must contact IDOC Community Corrections in the event of sudden or planned extended personal absence of the Agency Director that extends a 14 day period. The next in charge of the County Program should notify IDOC Community Corrections Director by phone or email notification within five (5) calendar days of the absence.